

DISPATCH

CLASSIFICATION

PROCESSING ACTION

TO

All Chiefs of Station and Base

INFO.

FROM

Chief, []

SUBJECT

Control of Overtime

ACTION REQUIRED - REFERENCES

X

MARKED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK
CAN JUDGE INDEXING

MICROFILM

1. A directive issued by the Office of the Chief, KUBARK, on 28 January 1964, requires that, effective immediately, each component reduce overtime to the extent possible.

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2. The Chief, [] is currently reviewing [] overtime levels with a view to reducing overtime whenever this can be done without adversely affecting necessary operations and production. Each [] component at headquarters has been instructed to work toward achieving the greatest possible reduction in overtime consistent with operating needs.

3. It is intended that the field also strive to reduce overtime as much as possible. The reduction is to be applied to all elements, including KUCLUB, [] Audit, etc. It is recognized that, in some elements, this may require the authorization by the Chief of Station or Base of staggered shifts and special workweeks.

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4. The KUBARK regulation which deals with overtime and holiday pay [] is being amended to tighten controls and limitations. The amended regulation will be forwarded to the field as soon as it is published.

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